



## CSURMA

## POLICY AND PROCEDURE NO. 5

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**EFFECTIVE:** JULY 1, 1999  
**REVISED:** APRIL 27, 2015  
**SUBJECT:** CLAIMS AUDITS

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### **POLICY:**

It is the policy of the California State University Risk Management Authority (CSURMA) that Third-Party Claims Administrators shall be audited on a periodic basis to ensure that CSURMA is receiving high-quality services.

### **PROCEDURE:**

The CSURMA Program Administrator shall take steps to engage the services of an independent, professional claims auditor to audit the CSURMA's risk pooling programs at the following period intervals:

- **Campus Liability Risk Pool** - The Campus Pooled Liability Program shall be audited in odd-numbered calendar years;
- **Campus Workers' Compensation Risk Pool** - The Campus Pooled Workers' Compensation Program shall be audited in odd-numbered calendar years; and
- **AIME Risk Pool** - The Campus Pooled AIME Program shall be audited in odd-numbered calendar years;
- **AORMA Liability Risk Pool** - The AORMA Pooled Liability Program shall be audited in odd-numbered calendar years;
- **AORMA Workers' Compensation Risk Pool** - The AORMA Pooled Workers' Compensation Program shall be audited in even-numbered calendar years; and
- **Other Risk Pooling Programs** - Other risk pooling programs of the CSURMA shall be audited on a periodic basis determined by the CSURMA Executive Committee.

Upon the recommendation of the Program Administrator, the Executive Committee may adjust the audit schedule described above based on CSURMA's business needs such as a planned Request-for-Proposal process, or a need to monitor a vendor's service performance more frequently.